

ROLE PROFILE

JOB TITLE:	Event & Visa Assistant	REPORTING TO (TITLE & NAME):	Conor Fortune, Head of Communications & Events
TEAM:	Communications & Events	DATE:	January 2026
LOCATION:	Dublin	CONTRACT TYPE:	Fixed-term (6 months)
WEEKLY HOURS:	35	SALARY:	€35,466 (Grade I) per annum, pro-rata

Principal Objective of the Team and Role (general nature, level, purpose and objective):

Team Purpose: The Communications and Events Team supports human rights defenders at risk (HRDs) by giving them and their work more visibility – through raising their profile online and in external media as well as by organising events. The team works together with HRDs on publications, developing media capacity and connections, producing communications materials, organising large-scale events including the Front Line Defenders Award and Dublin Platform, among others, and providing individual support and advice.

Role Purpose: The Event & Visa Assistant will work closely with the Communications and Events team on the organisation of a large-scale international conference taking place in Dublin in June 2026. A core focus of the role will be coordination of the visa process, flights and other travel arrangements for approximately 25 human rights defenders (and other international conference participants if/when advised); in addition to travel logistics support; additional administrative, event & organisational tasks; as well as keeping the organisation's database up to date (see Responsibilities section below for full details of duties).

The Event & Visa Assistant will be based in Front Line Defenders' Dublin office. The role will report to the Head of Communications and Events, and day-to-day duties will be supervised by the International Events and Promotions Coordinator.

Responsibilities:

The key accountability and associated duties include:

1. Visa and travel coordination

- Coordinating the applications and processing of Irish visas (and transit visas in third countries, where applicable) for approximately 25 human rights defenders from a range of countries across all global regions;
- Liaising with the Irish visa office to ensure timely turnaround of visa applications;
- Liaising with relevant regional colleagues to coordinate collection of visas;
- Updating the team weekly on progress of all visa applications;
- In coordination with relevant colleagues, also support the travel arrangements (booking flights and internal travel arrangements) for the human rights defenders visiting Dublin for the conference and trips of other international delegates (high-level

- speakers, Board members, diplomats, governmental authorities etc.)
- Be on call for logistical support to HRDs while they are in transit

2. Event assistance and administrative support

- Support on drafting/coordinating guest lists and invitations
- Coordinating hotel lists and booking accommodation for conference participants
- Dealing with suppliers for goodie bag, catering, printing etc.
- Compiling welcome/info packs for conference participants
- Event assistance on site in Dublin for the 3 days of the conference in June 2026, as well as during participants' arrival and departure processes
- Writing and distributing email correspondence, letters and forms and recording relevant data
- Updating and maintaining Front Line Defenders database and working documents;
- and other ad-hoc coordination and administrative tasks as required.

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure (number of team members supervised in this job):	
Directly: None	Indirectly: None
Key Relationships (please specify contacts):	
Internal: International Events and Promotions Coordinator; Head of Communications and Events; Protection Coordinators; and Regional Protection Officers.	External: Human Rights Defenders; international guests (high level speakers, diplomats, governmental authorities, NGOs, etc); Irish visa office; travel agency and airline companies etc.; conference venue and service providers.

Salary
The salary range for this role is €30,326 - €43,062 (Grade I). This will be agreed on appointment. The role holder is responsible for complying with relevant tax and other legal requirements in their country of residence.

Person Specification (the minimum qualifications needed to perform the essential functions of the job such as qualifications, skills and experience of doing the key elements of the role).
Knowledge and Skills:

Essential:

The successful candidate will be able to demonstrate:

- A good knowledge of steps, procedures and timelines needed for international visa application processes;
- A basic understanding of the complexity of coordinating a large-scale event;
- Excellent organisational & multi-tasking skills with a high level of attention to detail and accuracy;
- Strong computer literacy (database, mailouts, spreadsheets etc);
- An aptitude for problem solving;
- Good oral and written communication skills in English;
- Excellent time management skills and the ability to prioritise work;
- An ability to work well under pressure, both as part of a team and independently;
- A flexible, cooperative and professional attitude.

Desirable:

Ability to work in a second language relevant to Front Line Defenders' work (e.g. Arabic, Chinese, French, Spanish, Portuguese, Russian).

Experience:

Essential:

- Previous experience coordinating international visa application and travel processes for a large-scale event;
- Previous experience being involved or supporting on medium/large-scale events.
- Previous work experience in an administrative role in an office environment.

Other requirements:

- The successful candidate must have valid work authorisation in Ireland.

Front Line Defenders Values:
1. Working with HRDs: • Commitment to our Work • Responsiveness to HRDs • Decision Making & Problem Solving • Exercising Good Judgement • Listening • Results Focussed • Perseverance
2. Developing Myself: • Self-Awareness • Adapting to Change • Proactive Learning • Managing My Well-being
3. Working With Colleagues: • Respect for the Individual • Building Trust • Collaborative Working • Communication With Each Other
4. Leadership: • Strategic Thinking • Engaging With People • Stewardship of Resources

Selection and Appointment:
• To apply, candidates need to submit a copy of their application - CV and cover letter - via the 'Apply now' button; • Cover letters should be addressed to Conor Fortune, Head of Communications and Events; • Only shortlisted candidates will be invited to attend for interview; • It is anticipated interviews will be held during December 2025; • The appointment is expected to be effective from January 2026; • Closing date; midnight (local Irish time) on 2 December 2025 as per FLD vacancies page: https://www.frontlinedefenders.org/en/recruitment-volunteering

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